



The University of British Columbia
Board of Governors

Policy No.:

20

Approval Date:

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[anticipated]

Responsible Executive:

Vice President, Academic and Provost, UBC
Vancouver

Provost and Vice Principal, UBC Okanagan
Vice President, Human Resources

Title:

Advertising of Faculty and Staff Position Vacancies

Background & Purposes:

This Policy sets out the requirements for posting and advertising faculty and staff position vacancies prior to the selection of a candidate. Publishing position vacancies widely is a key component of the recruitment process as it:

- Provides equal opportunity to all who seek employment at the University
- Provides for a clear and transparent process
- Satisfies requirements of Service Canada and Citizenship and Immigration Canada

1. Scope

- 1.1. This Policy applies to all tenure-stream and term positions for faculty members, librarians, and program directors and to senior academic administrator positions appointed pursuant to Policy #18 Appointment of Designated Senior Academic Administrators (each a “Faculty Position”). This Policy also applies to staff positions where posting of the position is required by the applicable collective agreement/handbook (each a “Staff Position”).

2. Posting and Advertising Requirements

- 2.1. Hiring units are encouraged to utilize a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the position vacancy to proactively attract a broad and diverse pool of qualified applicants.
- 2.2. In accordance with UBC’s employment equity program, (see Policy #2 Employment Equity), all posted positions must include the University’s approved equity statement. The University’s current approved equity statement is as follows:

“UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.”

- 2.3. Where a hiring unit wishes to conduct an international search, the position vacancy must be advertised in compliance with all Service Canada and Citizenship and Immigration Canada requirements concerning the duration, location, media and use of mandatory statements for advertisements.

3. Faculty Positions

- 3.1. Except under the circumstances listed in Section 3.5 where the Responsible Executive has waived the University's advertising, tenure-stream and senior academic administrator Faculty Positions must be advertised on the University's website and in a minimum of three other appropriate locations.
- 3.2. Sessional Lecturer appointments, 12-month Lecturer and other term appointments one year in length must be advertised in accordance with the Procedures to this Policy.
- 3.3. Term appointments one year in length other than those set out in Section 3.4 of this Policy must be advertised in accordance with the Procedures to this Policy.
- 3.4. For greater clarity, subject to Service Canada and Citizenship and Immigration Canada requirements, the University will not require advertisements for the following appointments:
 - 3.4.1. visiting appointments for faculty from other academic institutions who are expected to return to their home institutions;
 - 3.4.2. honorary appointments;
 - 3.4.3. adjunct appointments;
 - 3.4.4. term appointments less than one year in length except for Sessional Lecturer and Lecturer appointments (provided that where an existing term appointment less than one year is to be extended beyond one year, the position must be advertised in accordance with the Procedures to this Policy);
 - 3.4.5. postdoctoral fellows appointed in accordance with Policy #61 Postdoctoral Fellows; and
 - 3.4.6. retired faculty, librarian or program director appointments in accordance with Policy #27 Appointment of Retired Faculty.
- 3.5. Subject to Service Canada and Citizenship and Immigration Canada requirements, the Responsible Executive may waive the University's advertising requirement in the following circumstances:
 - 3.5.1. where the University has an opportunity to appoint an exceptionally-qualified candidate through an externally-funded program;
 - 3.5.2. where the University has an opportunity to recruit or retain a valuable faculty member by appointing his/her partner to a Faculty Position, provided the unit to which the partner is to be appointed is supportive of the appointment;
 - 3.5.3. in the case of an administrative appointment of the head of department or director of a school or institute, where a well-documented case for an internal appointment has been made to the Responsible Executive; or
 - 3.5.4. emergency appointments, at the request of a Dean.

4. Staff Positions

4.1. Posting for a Staff Position must be in compliance with any applicable collective agreement/handbook.

PROCEDURES

Approved: June 2013 [anticipated]

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors".
Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

1. Assignment of Responsible Executive

- 1.1. The Responsible Executive will be the Provost and Vice President Academic (UBC Vancouver) in relation to Faculty Positions at UBC Vancouver.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan in relation to Faculty Positions at UBC Okanagan.
- 1.3. The Responsible Executive will be the Vice President, Human Resources in relation to all Staff Positions.
- 1.4. Any Responsible Executive may, in writing, delegate his or her authority under this Policy.

2. Service Canada and Citizenship and Immigration Canada Advertising Requirements for Faculty Positions

- 2.1. In compliance with Service Canada and Citizenship and Immigration Canada requirements, all Faculty Positions must be advertised:
 - 2.1.1. within Canada simultaneously with any advertising outside of Canada;
 - 2.1.2. for a reasonable length of time (about a month) to allow broad exposure of the vacancy to Canadians and permanent residents;
 - 2.1.3. using advertising media that is effective in attracting appropriate candidates for the Faculty Position.
 - 2.1.4. with the following statement included in the advertisement:

"All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority."; and
 - 2.1.5. in a manner that meets all conditions of any applicable collective agreement.

3. University Advertising Requirements for Faculty Positions

3.1. In accordance with Section 3.1 of the Policy:

3.1.1. Tenure-stream positions and senior academic administrator positions must be advertised at least nationally:

3.1.1.1. in the AUCC publication “University Affairs”;

3.1.1.2. in appropriate national newspapers (e.g. “CAUT Bulletin”); and

3.1.1.3. at least one other journal or publication relevant to the discipline.

3.2. All advertisements for tenure-stream Faculty Positions must be approved by the Responsible Executive prior to publication.

3.3. In the event a tenure-stream Faculty Position requires re-advertising, approval must be obtained from the Responsible Executive prior to republication.

3.4. In accordance with Section 3.2 of the Policy:

3.4.1. Sessional Lecturer positions must normally be posted in the academic unit for a minimum of two weeks;

3.4.2. 12-month Lecturer positions must be advertised as follows:

3.4.2.1. where there are existing Sessional Lecturers in the academic unit, the position must be posted at least within the academic unit; or

3.4.2.2. where there are no existing Sessional Lecturers, the position must be advertised externally, at least locally, e.g. in a local newspaper or website; and

3.4.3. Other term appointments one year in length must be advertised at least locally and on the University’s website.

4. Additional Resources

4.1. From time to time the Offices of the Responsible Executives will publish resources to provide additional guidance on advertising.